

## Minutes of the IRDC meeting held on February 1, 2010

**Members Present:** Drs. K. Muralidhar (Chairman), N. Verma (Convener), A. Kushari (co-convener) B. Basu, S. Qureshi, B.V. Phani, Utpal Das, Avinash K. Agarwal, Anoop Singh, Jamuna Subramaniam, A. Bandopadhyaya, Dharendra Kattai, S. Ghorai, P. Munshi, Deepak Gupta, Rashmi Parihar, S. Rao, S. Verma, N. Tiwari, Mr. K. Ravi Priya, Mr. K.V. Satya Murty

1. Convener welcomed all IRDC members to the meeting.
2. The minutes of the IRDC meeting held on January 7, 2010 were confirmed.
3. The members were informed that the soft copy of the full version of the R&D manual has been circulated by email. The same is also uploaded on the website of the R&D office at the link, [http://www.iitk.ac.in/dord/R&D\\_%20manual.pdf](http://www.iitk.ac.in/dord/R&D_%20manual.pdf). The members were requested to circulate the same amongst the departmental faculty and send their feedback to the Convener – IRDC within a month.
4. Convener informed the members that a draft of plagiarism policy prepared by Prof. B. Phani, SIDBI has also been circulated by email. The contents of the draft are for the general information only, for example, the common definition of plagiarism in academics, procedures to check it, and a few case-studies.
5. *Closure of discussions on Employment through work-assignment:* The convener informed all the members that effective April 1, 2010, the new procedure of hiring persons via manpower agencies recognized through empanelment will be in place and the current procedure of employment through work-assignment will be terminated. Dean, R&D office will shortly issue an office order in this respect. All members were categorically requested to inform their departmental faculty colleagues about the termination of the existing procedure and implementation of the new procedure effective April 1, 2010. With this, the reply to the specific queries of some of the faculty received through email to the Convener was taken up by KVSM. KVSM also clarified some additional matters pertaining to employment through empanelment. In essence, it was clarified that
  - (1) The modus operandi is the same as outlined in the previous minutes of meeting (January 1, 2010)
  - (2) PI has complete flexibility and freedom of hiring any person of his or her choice and the required administrative paper-works are minimal. R&D office will have a nodal desk and person-in-charge to assist the job.
  - (3) EPF and ESI will be paid to the Labor Commissioner office on the salary component of the hired person, and the amount will be deducted directly from the project grant.

- (4) The commission to the empanelled agency will be limited to maximum of 5% of the salary component and periodically reviewed by R&D office.
- (5) No EPF or ESI deduction will be made if the salary exceeds Rs. 6600 per month.
- (6) EPF and ESI are also applicable to the person if hired part-time.
- (7) The payment of the wages will be made to the employees by handing over the salary cheque by the agency drawn in the name of the employee, through the PI, who in turn will endorse it for payment by the bank.

It was also re-iterated that when the new procedure of hiring staff through empanelment is implemented (*as in the methodology attached below*), an independent method of direct payment for specific (and occasional) tasks will be introduced. Examples of such tasks include overhauling compressors, washing curtains, and repairing furniture.

The members expressed satisfaction on the upcoming new procedure of hiring through empanelment.

6. Dr J Ramkumar, In-charge SPO presented the current placement scenario of the graduating students. While the members were reasonably satisfied with the present status of the job placements to the undergraduate students, the picture for the M. Tech students was, however, found to be dismal, in most of the departments. Dr. Ramkumar proposed the plan of absorbing the students, who are not yet placed, on the various research projects within the institutes, especially the large projects and programs. For this, it was proposed that PIs should formally make a presentation of their current projects to the graduating students, very similar to the current practice of pre-placement talks adopted by the hiring companies on the campus. This way, there is a likelihood of motivating our students to seriously consider working on the R&D projects within the institute, as an alternate career option.

The members had varying opinions on the proposed plan. However, it was suggested that when the current season of placement ends sometime in May-June, the plan should be revisited for consideration. Dean, R&D offered assistance in this matter to the SPO for providing a link to the list of available projects with PIs. The members thanked Dr. Ramkumar for updating them with the current placement scenario and for the proposed plan of employment on the projects to the graduating students.

7. Dr. Dharendra Katti, Warden-RA hostels presented the current status and requirement of RA hostels. Everyone unanimously agreed that due to ever increasing projects, the number of research staffs have considerably increased over the past few years and as a consequence, a significant number of the staffs do not find accommodation on the campus and quite a few of them have to share accommodation.

Dr. Katti also presented the outline of the new multi-storied RA hostel, which is likely to be completed in the middle of the next year, 2011, behind the swimming pool and next to the present RA hostel. It was felt that despite the availability of 200 single-rooms and 36 double-rooms in this new upcoming RA hostel, there will be significant requirements of additional rooms for the project employees in the coming years. To alleviate the situation, Dr Katti suggested

- (1) To make a contingency plan that can provide for the growth in number of RA until the new building is ready for occupancy.
- (2) To make a new plan for new accommodation for project related appointments at multiple levels (i.e. Type 2 type accommodation for married project employees that are relatively senior in designation as well as age such as DST-Young Scientist and Sr. Proj. Engineer; SBRA type accommodation for married project employees such as post-doctoral fellows, project engineers etc.; and studio apartment type accommodation for single post-doctoral fellows, project engineers or Sr. project associates etc.).

All members supported the suggestions and requested the Dean, R&D to present the same to the Institute for implementation.

8. Dr. Nachiketa Tiwari, Coordinator-4i Lab presented the current roles, objectivities and capabilities of the lab. Due to paucity of time, the presentation was short. The members present were happy to learn the existing capability of the lab through some of the state-of-the-art available machines. It was suggested by one of the members that large number of students should be encouraged to make use of the existing tools through B. Tech/M. Tech projects under the guidance of their thesis supervisor. It was also suggested that the outside companies may be permitted to collaborate with the Institute and use the facility. Dr. Tiwari was requested to continue presentation of the item in the next IRDC meeting.

Prepared by



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## Methodology for Work Assignment through Manpower Agency

- 1) Manpower agencies empanelled for providing manpower on work contract basis will be notified through the website from time to time. The details of the daily wage rates payable as per the GoI norms will also be given. This information will be for the information of the PIs.
- 2) The present rates of gross daily wages, net daily wages, ESI, EPF (employee and employer contributions) and the 5% agency commission as on date are made available in the enclosed table.
- 3) A software module through automation will be made available for sending the requests for engaging manpower through the agency which will be confirmed online. The list of confirmations will be sent to the manpower agency with the names of the workers engaged by the PIs and the details of salary payable to them for a period of 26 days in each month as per GoI rates. [Remark: If the consolidated salary paid through work assignment is above Rs. 6500/- per month, EPF need not be paid separately. This rule may change from time to time.]
- 4) The agency shall arrange to get the IDs from ESI/EPF Commissions for depositing the contributions on monthly basis.
- 5) The agency shall handover a cheque towards net salary payable to the worker directly to the respective PIs before 5<sup>th</sup> of every month. The cheque details have to be notified by the PI to the R&D office through the automation software. This will enable the office to release payment against the agency's salary bill.
- 6) DoRD office shall prepare individual cheques in favor of Commissioner, ESI and EPF towards appropriate contributions. One cheque shall be issued to the agency towards the cost of the salary and 5% agency commission. No service Tax is admissible on the bills produced by the agencies, since the cooperative manpower agencies do not pay any service tax.

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